

# Purpose

The purpose of this policy is to create an awareness of domestic violence and provide guidelines for addressing domestic violence by assisting victims in finding appropriate resources, and by assisting abusers in finding treatment programs.

**What is Domestic Violence?** Domestic violence is abusive behavior that is either verbal, physical, sexual, economic, and/or psychological. Most often, it is intended to establish and maintain control over a partner.

# Policy

The City of Newton will provide appropriate support and assistance to employees who are victims of domestic violence. This includes a confidential means for seeking help, resource and referral information, adjustments to work schedule or an alternative work schedule, and a leave of absence or other reasonable accommodations. The City of Newton cannot treat domestic violence, but it can provide help for victims and/or abusers in connecting with the appropriate resources. No employee will be disciplined or penalized solely for being a victim of domestic violence.

The City of Newton will not tolerate domestic violence by or against any employee or visitor while in City buildings or at work sites. Any employee who threatens, harasses or abuses a partner or former partner by using City equipment or resources, such as, work time, work phones, FAX machines, mail, e-mail, voice mail or other means will be subject to disciplinary action up to and including termination. The City considers domestic violence that occurs during the employee's normal duties as a city employee (if it results in an arrest, conviction or issuance of a permanent injunction) to be just cause for disciplinary action, up to and including termination.

An employee who is an abuser will be provided with and encouraged to seek assistance with regards to counseling and certified treatment resources, such as a batterers intervention program, and provided with a leave of absence or other the reasonable accommodation to receive treatment.

# Procedure

It is important for all employees to be aware of domestic violence, and to know the best way to respond to the effects of domestic violence.

- Employees and supervisory staff will be given the City of Newton's domestic violence policy and an opportunity to attend training programs.
- The City will post information about domestic violence in work areas, private places, on City message boards, the City's website, in the Human Resources Department and more private places, such as restrooms, break rooms and locker rooms.
- All employees and supervisory staff will be responsive and refer victims or perpetrators to the Human Resources Department or the Employee Assistance Program Coordinator.
- Additional Resource kits will be available in the Human Resources Department benefit shelf.

If you think you may be a victim or know someone who may be a victim of domestic violence:

- Tell a trusted co-worker, supervisor, or manager and ask for help
- Contact the Human Resources Department at (617) 796-1260 and ask for assistance

- Contact the Employee Assistance Program Coordinator, Melinda Strauss at

Newton-Wellesley Hospital at (617) 243-6522

- Call the Domestic Violence Hotline
- Call the local police
- Ask your supervisor or the Human Resources Department for a leave of absence and inquire about your options
- If you believe your safety is a concern, submit a recent photograph of the abuser and provide a copy of your protection order to assist the City in identifying the abuser should he/she appear in your workplace.

If you think you may be a perpetrator of domestic violence or know someone who may be:

- Tell a trusted co-worker, supervisor, or manager and ask for help
- Contact the Human Resources Department and ask for assistance
- Contact the Employee Assistance Program Coordinator
- Obtain a referral to a certified domestic violence perpetrators treatment program from the EAP

## Other Resources

For victims: (most of these numbers are 24-hour hotlines)

- The Support Committee for Battered Women Hotline 1-800-899-4000
- Casa Myrna Vasquez Hotline 1-800-992-2600
- National Domestic Violence Hotline 1-800-799-SAFE
- Newton Interfaith Clergy Response Team 1-617-403-9696 (beeper)
- Fenway violence Recovery Program 1-888-242-0900 x311
- (Services for gay, lesbian and bisexual survivors)

For Perpetrators

- Emerge 1-617-442-1550
- Common Purpose 1-617-739-3831
- The information in this policy does not modify or supersede the provisions of existing collective bargaining agreement.